

Using MSIX Reports

PRIMARY, SECONDARY, & DATA ADMINISTRATORS



STUDENT COUNT REPORT

- **Identify trends** in your State by filtering through date ranges
- **Visualize** your State's migrant population by exporting to Excel and creating charts, graphs, and pivot tables

STUDENT DEMOGRAPHIC REPORT

- Improve **Identification and Recruitment (ID&R)** based on student demographic data
- Gather data for a **Needs Assessment and Service Delivery Plan** using demographic information



ENROLLMENT BY MDE REPORT

- Identify students at **pivotal grades** by filtering for grade level
- Filter for **IEP and LEP** MDEs to find students that require specialized attention

ENROLLMENTS IN MULTIPLE STATES REPORT

- Develop "**Mobility Profiles**" by filtering for Open Enrollments to better understand mobility patterns of students.
- Identify **States to partner with** based on the number of students showing enrollments in both areas



STUDENT COURSE HISTORY REPORT

- Set **statewide goals** for student enrollment (e.g., increase enrollment in advanced courses by 10% in 3 years)
- Compare your State's enrollments against **National data** to identify your State's strengths and opportunities for improvement

STUDENT ASSESSMENT REPORT

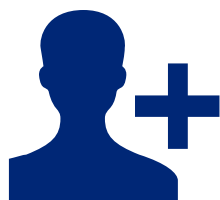
- Ensure students were **tested at appropriate grade levels** in advance of graduation
- Use Assessment data to support **PFS** determinations



GENERAL MOVE FROM/TO REPORT

- Determine **trends in student movements** (e.g., when do most students come to your State, when do most leave?)
- Identify **States for collaboration** based on the number of students moving between your areas

USER ADMINISTRATORS



- **Monitor and manage** accounts in your area (e.g., identify users that will expire, disable/re-enable accounts, and reset passwords)
- **Evaluate State goals** related to MSIX usage based on number of users (e.g., last login date, does the State have at least one account for each user type, etc.)

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DATA ADMINISTRATORS



GRADE RETENTION REPORT

- Ensure students are **properly enrolled** by filtering recent enrollment dates and choose the desired courses
- Identify students that may need more **specialized academic attention**

MISSED ENROLLMENT REPORT

- **Plan ID&R** for the upcoming season by viewing missed enrollment trends and estimating resources you will need
- Identify students that have **not been recruited or enrolled** in school after moving back to your State

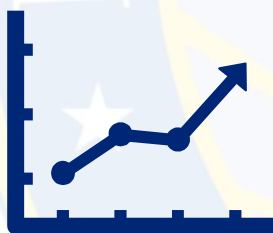


WORKLISTS BY USER REPORT

- **Rationalize Worklist activity** to the State system by filtering for “Resolved by Merge” and “Resolved by Split”
- Maintain a **history of resolved worklists** for record keeping purposes by exporting the report and saving it to your computer

WORKLIST AGING REPORT

- Follow-up on a Worklist in another State to **resolve an outstanding issue**
- Evaluate users’ activities to determine if they are following State **policies and procedures** for Worklist maintenance



DATA LOAD FILES REPORT

- Find the **frequency and quality of data submitted** by checking the Total Count
- Manage **data quality and validate** uploads through the File Errors and File Details tabs

DATA COMPLETENESS REPORT

- **Identify gaps** in data entry/collection by analyzing data elements displaying a value other than “0”
- Correct incorrect data by drilling into cells for MDEs that are truly “missing” and export a list to Excel to **manipulate the data**

DATA VALIDITY REPORT

- Create **State data collection standard operating procedures** by analyzing invalid elements and determining the causes

POTENTIAL DUPLICATES REPORT

- Identify **duplicate student records** and evaluate if a merge is warranted

